



United States Department of the Interior
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
WASHINGTON, DC 20240-0001

November 2, 2017

Memorandum

To: BSEE Employees Nationwide

From: Scott A. Angelle
Director

Subject: BSEE Anti-Harassment (Including Sexual Harassment) Policy Statement

It is the policy of BSEE to provide employees with a work environment that is free from harassment. BSEE prohibits harassment on the bases of race, religion, age, national origin, color, sex, disability, sexual orientation, parental status, and genetic information.

Workplace harassment is any form of unwelcome, pervasive, unsolicited, verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms and conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere in an employee's performance by creating an intimidating, abusive, offensive, and hostile work environment. The use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons can create an intimidating and hostile work environment and will not be tolerated in the workplace regardless of the means of delivery to include, but not limited to, verbal communication, electronic mail, text messaging, or any other form of electronic or written communication.

Any BSEE employee, former employee, applicant for employment, or member of the public who seeks to participate in BSEE programs, services, and activities who believes that he or she is a victim of harassment should, without fear of reprisal, inform the person(s) responsible for the behavior that the conduct is unwelcome and offensive and request that it cease. Alternatively, the immediate assistance of a management official as well as the BSEE Equal Employment Opportunity or Human Resources Divisions should be sought. Complaints, inquiries, and investigations will be addressed swiftly, fairly, and effectively and will be kept as confidential as possible. Where harassment or inappropriate conduct has occurred, appropriate corrective action will be taken which may include termination of employment or lesser disciplinary action, depending on the severity of the conduct.

As Director, I know that all employees will support our continuing commitment to exhibit the highest level of professionalism and civility, both in the workplace and when on official travel, that each of us deserves.

If you have any questions concerning this policy, contact Barbara Marquez in the BSEE Equal Employment Opportunity Division at Barbara.marquez@bsee.gov or at 303-231-3946.